

Pre Production Checklist

The following checklist is a step-by-step procedure for production on NT manuals. If you have questions about the styles read the handout “Changes to Style Guide” if you still have questions call Judy or Rhonda. Do not make changes that you are unsure of. Check with someone first.

Title: NT7D16 Data Access Card; Description and operation

Part Number: 553-3001-191

Table 1
Checklist for NT manuals (Part 1 of 5)

Function	Completed by raj 4/28
List any outstanding occurrences on page 6 . If you had to do something extra, e.g., finding typos when spell checker is run, mistagged paragraphs, etc. list them and what you did to fix the problem. If the problem is unresolved, e.g., missing variables, just list the problem with the other columns blank. This is important to do, so we can keep track of what problems each manual is having and what needs to be done for each manual before it goes to print. If you notice something that doesn't look right, add it to the list for the writer/ editor to clarify.	X
Open the <i>template.v2.x</i> and <i>template.title</i> files.	used v2.2 templates for conv.
Open the book file.	
Use Formats From the file <i>template.v2.x</i> to update the body of the manual only. Make sure all options are checked.	

Table 1
Checklist for NT manuals (Part 2 of 5)

Function	Completed by raj 4/28
Use Formats From the file <i>template.title</i> to update the Title page and TOC. Make sure all options except variables are checked. Do not bring over new variables as this will overwrite the variables for the part number and manual title.	
Open the Title page, apply the RevisionPage master page to the revision page (page 2).	
Apply Background page None to page 4 of the Title page file. Under the Page menu, select Background, select None, click Apply	
Use Formats From the current file to update the Title page variables. Even if you don't bring over the variables from the template file the footer changes so you need to overwrite the current file with the current variables. Do not change anything on the master pages.	
Use Formats From the Title page to update the variables in the manual file. Make sure only variables are checked, otherwise the page layout gets messed up. If there are changes to the variables on the Title page, make those changes before updating the body of the manual.	
Close the <i>template.v2.x</i> and <i>template.title</i> files.	
Make editorial changes to the manual. Do not make any pagination fixes at this point.	
Search for 553- and replace the manual title and the part number with the correct variable. If a variable hasn't been created and it's not on the delete list, flag the page and let Fran or Judy know. If a manual is on the delete list, delete the reference, if the deletion causes a break in the paragraph, flag it for the editor and add it to the outstanding issues list.	X
Search for straight single quotes and replace with curly single quotes.	X
Make sure the tables and figures are the correct size, either 25.5 or 32.5 picas wide.	X
Notes in tables must have a line above the first note, no lines between notes. If a table is only one page, add a footing row (Add Rows or Columns in the Table menu) and copy the note(s) to the footing, this automatically puts a rule above the note. If multiple notes, put all notes in the same cell.	X

Table 1
Checklist for NT manuals (Part 3 of 5)

Function	Completed by raj 4/28
Delete table rules Dotted, Fat, Hairline, Single, Two Single from the Custom Ruling and Shading dialog box. These are leftovers from Word. Open the Custom Ruling and Shading dialog box, select Dotted, select Edit Ruling Style, click Delete. Repeat for each ruling type. If Single is still used in the file, Frame will ask if you want to delete it, say yes, then look at all tables and make sure each has the correct lines.	X
Look at the hard copy of the manual and make sure that the table rules are correct, all rules should be 1 point. Correct by using the Custom Ruling and Shading and highlight all options and use "From Table" under Apply Ruling Style.	X
Graphics should be imported, if not, either import them (if you have the files) or flag the manual and add it to the outstanding issues, so the graphics can be imported at a later date.	X
Make sure the anchored frames around figures are only as tall as the art. FrameMaker automatically adds about 1/10 of an inch around the art when you first import the file, resize only the anchored frame to just touch the top and bottom of the imported art.	
Make sure the BodyLessSpace is before all DashList and 1.ListStart.	X
Spell check the manual, if typos are found, state so on the outstanding issues list. Use the <i>NT.dic</i> file for the custom dictionary. Open Spelling Checker, click Dictionaries, set these options: Document Dictionary = Clear Site Dictionary = Set To None Personal Dictionary = Change Dictionary Click Do, Frame will ask what file you want to use for the new dictionary, use the <i>NT.dic</i> dictionary. <i>NT.dic</i> does not have to be in the same folder as the manual. Do this routine for each file that you spell check.	X
Save the file.	X
Split the manual into separate chapters. Each H1 is the start of a new chapter. Keep the name to 7 characters or less with a 3 character extension. The files will be used on DOS machines and must have short names, e.g., Check.BDY	X

Table 1
Checklist for NT manuals (Part 4 of 5)

Function	Completed by raj 4/28
Add each new file to the book file in the order it should appear in the manual. Make sure that the first chapter's page numbering starts at 1, all others are continued.	X
Open each file and fix any pagination problems. The first page must use the master page "First."	X
Search for Table, Figure and Procedure. Cross-reference any occurrences you find. Frame will not find occurrences if they are already cross-referenced. If you are cross-referencing to another file, that file must be open.	X
Make sure paragraphs do not split across pages. If a paragraph is longer than 10 lines, add it to the outstanding issues list.	X
Add a list of figures and a list of tables to the book file. The book file should be in this order: Title Page, Table of Contents, List of Figures, List of Tables, Chapters. Use the extensions .TOC, .LOF, and .LOT as part of the filenames. The Table of Contents page numbering should be "Read from File," List of Figures and Tables should be "continued." Make sure that the TOC is set to start numbering at page 3 (use Document from the Format menu).	X
Add a list of references to the book file. In this file put in any unresolved cross-references.	X
Generate/Update the book file.	X
Open the .REF file and check for any unresolved cross-references. Fix any unresolved cross-references and regenerate the book file. When the file is blank there are no unresolved cross-references.	X
Apply the TOCFirstPage to the List of Figures and Tables. Create a blank paragraph before the first figure or table and apply the paragraph tag LoF (List of Figures) or LoT (List of Tables) to create the header.	X

Table 1
Checklist for NT manuals (Part 5 of 5)

Function	Completed by raj 4/28
Spot check the List of Figures and List of Tables to make sure each figure/table is numbered correctly. On occasion, a figure/table will restart at 1 instead of continuing the numbering sequence. Check to make sure the book file is setup correctly, if it is, then open the file with the numbering problem, select a paragraph (any paragraph) and tag it FigureTitle or TableTitle and then change it back to what it was, this usually will fix the problem. I don't know (neither does Frame Tech Support) what the problem is and it only happens occasionally. Just keep an eye out for the problem.	X
Print the manual.	X
Proof your changes, reprint as needed.	X
Give hard and soft copies to JAS.	X

List any outstanding issues:

Problem/Date Found/Who Found	Solution/Date Resolved	Formatter/Writer who incorporated solution and date	Comments
in "About" section last dash list item is title but has no document number—should it??			
Tables appearing on pg 98, 101, 102, 105, 108 do not have table titles—should they be added???			